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PART II.

OFFICIAL PAPERS.

NOTIFICATION.

No. 2231—*Edn.*, 188-19, *dated 5th December* 1921.

The accompanying draft of rules relating to grants to educational institutions is published for general information. The Government would be glad to receive any suggestions thereon before the 1st February 1922.

By Order,
K. MATTHAN,
Chief Secretary to Government.

1. GENERAL RULES.

I. With the object of maintaining, extending and improving the means of secular instruction in the State a sum of money will be annually allotted by Government for distribution as grant-in-aid to schools and other educational institutions under private management which impart sound secular instruction subject to certain conditions hereinafter specified.

II. The following general conditions shall apply to all grants-in-aid under this Code.—

(*a*) All grants shall be given impartially and on principles of strict religious neutrality without reference to any religious instruction.

(*b*) Every grant shall be given with due consideration to the requirements of each locality and to the funds available.

(*c*) No grant shall be sanctioned to or in connection with any institution which is not a recognised institution, *i.e.*, which is not conducted in conformity with the provisions of this Code and the Rules and Circulars of the Education Department issued from time to time.

(*d*) No school shall be entitled to a grant-in-aid under these rules unless it has an income from endowments, subscriptions, etc., of a permanent nature equal to one-fourth of the anticipatad expenditure of the school provided that this rule shall apply to the schools already in existence as shown in the Appendix "A" hereto attached only after the expiry of three years from this date.

(*e*) Grant-in-aid schools shall be open to regular inspection and to a full audit of their accounts, vouchers being produced for all disbursements.

(*f*) The school shall be under the management of one or more persons who in the capacity of Proprietors, Trustees, Managers or Members of a Committee, are prepared to undertake the superintendence of the school, for the proper application of its funds and to be answerable for its permanence. When the management rests in a body, the manner of their election or appointment, the conditions of tenure of their office and their duties and powers should be prescribed by rules.

(*g*) The Department must be satisfied that—

(i) the buildings and premises are healthy, in good repair, properly drained and ventilated and contain sufficient accommodation;

(ii) each class is provided with the standard of furniture and apparatus prescribed by the Department.

(*h*) No portion of the income of the institution shall be used for other than strictly educational purposes;

(*i*) No school which has been opened without the previous sanction of the Inspector-General shall be eligible for aid unless and until it has had an uninterrupted existence of two years.

(*j*) The total amount drawn by any institution in the form of grants shall not exceed the difference between income and expenditure.

(*k*) All grants to educational institutions under Rule IV (*a*) shall be guaranteed to the manager for a definite period which shall not be less than six months or more than three years and on the expiry of which the amount of grant may be renewed, revised or withdrawn.

(*l*) Grants are liable to be reduced or withdrawn at any time if the conditions of recognition under the Standing Orders are violated or cease to be fulfilled or if the Standard of income and expenditure on which they have been sanctioned is departed from.

(*m*) All appointments and changes in the staff of the institution shall be reported to the Inspector-General of Education with a statement of qualification and pay, and it shall be competent to the Inspector-General of Education to forbid the employment of any teacher who is not duly qualified or who is on account of defect of character, considered to be unfit to be a teacher.

(*n*) Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools and colleges. Managers of schools shall as a condition of receiving grants-in-aid from public funds be required not to use, without the express sanction of the Inspector-General of Education, any text-book which is not included in the authorised lists of text-books, which may from time to time be issued by him.

(*o*) No grant for general purposes shall be withdrawn before the expiry of its guaranteed period without the management having had an opportunity of stating reasons why it should not be withdrawn. Notwithstanding this or any other condition in the Code, Government reserve the exercise in their own discretion of their right to withdraw, suspend or reduce any grant.

(*p*) The teaching staff of an institution in receipt of a grant shall not engage in political agitation directed against the authority of Government or in any agitation or movement which is or may be accompanied by or result in ill-feeling between different sections of the community or give expression in any way to opinions which may excite feelings of political disloyalty or disaffection.

(*q*) If in any area there is but one institution of a certain grade, and that a denominational one, in receipt of a grant, attendance at religious instruction in such a school shall be voluntary, such classes being held either in the first or last period of the time-table. It shall be open to parents on a written requisition to the Headmaster to withdraw their children from such classes. Attendance in these classes shall not count for general attendance.

III. The grants that may be given to recognised institutions under this Code are:—

(i) Salary grants, *i.e.*, grants equal to half the salary of fully trained and full-time teachers.

(ii) Ordinary grants, *i.e.*, grants to supplement the income of the school to meet the total expenditure.

(iii) Equipment grants, *i.e.*, for the purchase of furniture, permanent fittings, educational appliances, apparatus, etc.

(iv) Building grants, *i.e.*, grants for the purchase, erection, extension, rent or repairs of educational buildings and hostels.

(v) Stipend grants, *i.e.*, grants for stipends to teachers under training and for scholars belonging to particular classes.

(vi) Hostel grants, *i.e.*, grants towards the pay of the manager and the educational supervision of hostels.

(vii) Library and reading room grants (suspended for the present).

SALARY GRANTS AND ORDINARY GRANTS.

IV. The grants referred to in Rule III (i) and (ii) above shall be paid at the rate and under the conditions hereinafter specified:—

A. *Elementary, Middle and High Schools.*

1. The amount of grant allotted to all teachers in Elementary, Vernacular, Middle and High Schools will be equal to half the salary paid by the school in cash up to a maximum of the scale of staff and pay laid down for Government Schools.

2. The full salary grant will be paid only in the case of trained and qualified teachers, the rates for untrained teachers being only 75 per cent of the rates for trained teachers. For purposes of this rule untrained teachers who have put in a term of ten years in any recognised school shall be deemed to be trained teachers.

3. The sanctioning authority may, however, increase the grant for any teacher by not more than 50 per cent for particular areas, or for girls' schools or schools for the depressed classes. In the first case a report should be made to the Government of the exceptional circumstances under which the grant is to be increased.

4. These Grant-in-aid Rules shall not apply to aided V. E. Schools started in villages by the villagers with the scale of grants fixed in G. O. No. 12022-4—Edn. 304-13-3 of 30th May 1914.

5. In addition to salary grants as above ordinary grants shall also be given to meet the excess of expenditure over income.

6. For purposes of calculation under Rule 4 income will include:—

(*a*) Salary grants under Rule 1 above.

(*b*) Fee-income in case of schools where fees are levied, after deducting the authorised percentage of freeships subject to the provisions in the Educational Rules regarding the rates of fees. It shall be permissible until further notice for aided institutions to grant free studentships in the High School Department up to 20 per cent of the strength of each class, and in the Entrance Class up to 33 per cent of its strength. Further the provision that Backward classes and Depressed classes scholarships also carry with them free studentships will apply to aided schools also.

(*c*) Income from endowments, subscriptions, etc.

(*d*) Income from aided agencies.

Expenditure will include the cost of teaching and menial staff and contingencies also an allowance for annual repairs of buildings.

N.B.—1. Contributions made by aided agencies towards Provident fund for teachers will not be allowed to be included under expenditure for the purposes of this rule.

2. In the case of aided schools included in Appendix A which are exempted from the restrictions regarding minimum endowment income for a period of three years in Rule II (*d*) above, the amounts which have been contributed hitherto by the management shall be reckoned as the income under (*c*) and (*d*) above.

B. INDIGENOUS SCHOOLS OR GRAMA PATASALAS.

1. A monthly grant of Rs. 3 will be sanctioned to the indigenous schools or Grama Patasalas opened in villages for the children of all classes or of special classes provided:

(*a*) They serve any purpose of useful secular education and have adopted the standards of general instruction in Verncular, Arithmetic and Geography, given in Rule 12, with or without such additional subjects as the parents of pupils may desire to be adopted and as are considered free from objection by the Inspecting officers.

(*b*) They have maintained an average daily attendance of at least ten pupils throughout the year preceding the date of application for registration. The minimum avarage daily attendance required in the case of schools for girls, and for backward classes, shall be six.

(c) They have been open for at least 150 days in the year and for not less than four hours every day. Two days on each of which work is done for two hours will count together as one day.

(d) They are under the general supervision of a Committee of the principal inhabitants of the village.

(e) They keep attendance and admission registers in the form prescribed for Government Schools and submit such returns as the Department may call for. The correctness of the attendance register shall be certified to by at least one member of the School Committee every month.

(f) They agree to inspection by the Department.

2. The following shall be considered depressed classes for the purposes of these rules:— Holeyas, Madigas, Lambanis, Korachas, Koramas and Voddas and such other classes as the Government may from time to time, declare to be depressed classes.

3. Applications for registration shall be made to the Inspector-General on printed forms, through the Inspector of the District in which the school is situated, before the 30th September.

4. The Inspector of each district, on receipt of the applications, shall see which applications are admissible for registration under the conditions of Rule 1, and forward them with his opinion to the Inspector-General before the 15th October with a tabular statement showing the schools by taluks, the average daily attendance in each, and the estimated amount of grant required for aiding each of the Grama Patasalas in the district. In selecting the schools to be inspected and aided, the Inspector-General of Eductaion shall give preference to those schools that are more than two miles distant from an existing Government School and are situated in comparatively backward districts or taluks. Due intimation shall be given to the Managers of the selected schools that their schools have been selected for inspection and aid.

5. The Inspector shall then include for inspection the schools selected by the Inspector-General in his programme of tour for the next official year. The same schools shall be inspected in the same month every year as far as possible and the school year shall consist of the twelve months preceding the months in which the inspection takes place. The schools shall be inspected by the Inspector himself, and when unavoidably one of his Assistants has to be deputed, he shall only do so with the special permission of the Inspector-General. The date of inspection shall be notified to the Manager and printed forms of mark-lists supplied to him not less than seven days previously. The Manager shall fill in the names of the pupils of each standard in the mark-lists and keep them ready for the Inspecting Officer's visit. Promotions from one class to another shall be made by the Inspector.

6. A registered school will receive an annual grant of at least Rs. 25, provided that one-third of the puplis of each class pass under each head of the standard applicable to the class. The grant will be calculated roughly at the rate of Rs. 2½ for each boy, Rs. 3½, for each girl, Rs. 3½, per pupil of the backward classes, in average daily attendance. No pupil shall be considered to have earned a grant if he has not attended the school for at least 150 days in the previous year. No pupil shall earn a grant more than once under the same standard. A special grant of Rs. 20 a year may be added to the amount allowed for a school in which some practical (trade) education is given.

7. If the attendance registers are correctly and neatly kept, a special grant up to one rupee per mensem will be sanctioned in addition to the grants mentioned in Rule 6.

8. The Inspecting Officer shall submit his inspection report in the prescribed form and recommend the amount of grant earned by the Manager for sanction with the necessary certificates. The grant sanctioned will be payable at the Taluk Treasury.

9. The teachers of indigenous schools will be permitted to levy fees in money or kind and the amount so collected shall be entered in every application for a grant.

10. When an aided indigenous school has worked satisfactorily for a year, the following apparatus and books may be supplied by Government if the School Committee will undertake to see that they are used for the purposes of the school and to take charge of them on behalf of Government if the school is closed at any time in future:—

Hanging Black Board	Set of Alphabet cards
Stool	Map of Mysore
Small ball frame	Time-piece
Set of school books	20 slates.

The total cost of the articles supplied shall not exceed Rs. 20.

11 The extra grants over the paid up grants during the year will only be paid at the end of the year for which they are due.

12. The following shall be the standards of instruction and examination in the aided

Subject	I Standard or Class	II Standard or Class	III Standard or Class
1. Vernacular— Kannada ...	(*a*) To read Balabodhe, Part I, (*b*), To write to dictation a short sentence from Balabodhe, Part I, in large hand on a slate or board.	(*a*) To read Balabodhe, Part II, or Kathasaptati, to answer questions on the meaning and subject matter, (*b*) To write large hand —a full copy book to be shown, (*c*) To write to dictation four lines from the Reading Book.	(a) To read the Departmental Reader No. I or Kathamanjari, to answer questions on the meaning and subject matter, (*b*) To read manuscripts written in plain hand, (*c*) To write medium and small hand—a full copy book to be shown, (*d*) To write to dictation six lines from the Reading Book. To write Darakhasts, Razinamas, ordinary letters and petitions.
Hindustani ...	(*a*) To read the Urdu Primer (Punjab Series), (*b*) To write to dictation six easy words in large hand on a slate or board.	(*a*) To read the First Urdu Reader (Punjab Series) and answer questions on the meaning and subject matter, (*b*) To write large hand —a full copy book No. I of Mir Tahir Ali Sahib to be shown, (*c*) To write to dictation four lines from the Reader.	(a) To read the Second Urdu Reader (Punjab Series) or Muntakhabati-Urdu by Munshi Hassan Ali and answer questions on the meaning and subject matter, (*b*) To read manuscripts written in plain hand, (*c*) To write medium and small hand—a full copy book No. II of Mir Tahir Ali Sahib to be shown, (*d*) To write to dictation six lines from the Reading Book.
Telugu ...	(*a*) To read the Telugu Infant Primer (Madras School Series), (*b*) To write to dictation a short sentence from the Reader in large hand on a slate or board.	(*a*) To read the Telugu First Standard Reader, Part I (Madras School Series) and answer questions on the meaning and subject matter, (*b*) To write large hand—a full copy book to be shown, (*c*) To write to dictation four lines from the Reader.	(a) To read the Second Standard Telugu Reader (Madras School Series) and answer questions on the meaning and subject matter, (*b*) To read manuscripts written in plain hand, (*c*) To write medium and small hand—a full copy book to be shown, (*d*) To write to dictation six lines from the Reading Book.
Marathi ...	(*a*) To read the first half of Balabodhe, (*b*) Modi Balabodhe Barakhadya complete, writing on black board or slate words of simple letters in Balabodhe and Modi.	(a) To read second half of Balabodhe and answer questions on the meaning and subject matter, (*b*) To write Modi large hand, a full copy book to be shown, (*c*) To write to dictation in Modi and Balabodhe two lines from the book read.	(a) To read First Departmental Reader and answer questions on the meaning and subject matter, (*b*) To read plain manuscripts, (*c*) To write medium and small hand, a full copy book to be shown, (*d*) To write to dictation three lines from the book read in Balabodhe and Modi.
2. Arithmetic—	Multiplication tables up to 10×10.	(a) Multiplication tables up to 20×10. Addas and Hagas, (*b*) Simple addition and subtraction of numbers of four figures.	(a) Multiplication tables up to 40×10. Muppagas from 1 to 40, (*b*) Notation and numeration up to 100,000, (*c*) Addition and subtraction of numbers of not more than six figures, multiplication and division of similar numbers by numbers of not more than three figures, (*d*) Easy mental arithmetic, bazaar and household, as well as village accounts, (*e*) Easy tables of Indian money, measure, weight and capacity.
3. Geography—	.....	.....	The knowledge of what a map is. The four cardinal points Elementary Geography of Mysore from a map. Elementary History of Mysore.

C. NIGHT SCHOOLS.

1. A Night School is one in which secular education is imparted to adult male pupils and to boys above the age of 12 who are unable to attend a day-school.

2. A Night School may be registered for a grant-in-aid provided :—

(*a*) It has not less than ten pupils in average daily attendance throughout the year, and is placed under the management of a Committee.

(*b*) The teacher keeps attendance and admission registers in the prescribed form and submits such returns as the Department may call for. The correctness of the attendance register shall be certified to by at least one member of the School Committee every month.

(*c*) The school gives general instruction for not less than two hours a day during five days in the week, holidays being excepted, in accordance with the special standards prescribed for Grama Patasalas.

(*d*) The school admits no one that attends a day-school.

3. The procedure for registration, inspection and payment of grant shall be the same as that prescribed for Grama Patasalas.

4. The Inspecting Officer will promote pupils to a higher class after inspection, and no one that is so promoted shall be presented at any future date as a pupil of a class below that to which he was promoted.

D. HOME EDUCATION CLASSES.

1. Special grants may be given on the following conditions to teachers of home classes for girls :—

(*a*) That the class is attended by girls of not less than 15 years of age.

(*b*) That the class is held at least for 2 hours a day on 5 days in the week.

(*c*) That the number of working days in the year is not less than 150.

(*d*) That each class is attended by at least 6 pupils.

(*e*) That the teacher, the curriculum and the standards of instruction as well as the hours of work are approved by the Inspector-General of Education. The course of study followed in the class should include reading, writing, arithmetic and hygiene. Where the teacher is capable of teaching the subjects, needle-work and drawing may be included.

(*f*) That a register of attendance is maintained and produced whenever it is called for.

(*g*) That the class is open to inspection on all working days during working hours.

2. Applications for registration should be submitted to the Inspector-General of Education not later than the 15th August of the year for which the grant is sought.

3. A preliminary examination should be held by the Inspector or one of his Assistants in the month of November, on the results of which the pupils should be classified according to the standard attained by each. A second examination should be held in the month of May for the purpose of determining the grant payable for each pupil.

4. Monthly grants ranging from Rs. 5 to Rs. 10 shall be sanctioned according to the number of pupils taught. No teacher shall have grants for more than two such classes.

5. The maximum grant recommended for each pupil should be according to the following scale :—

		Rs.
For a pupil of the I or II standard	...	10
For a pupil of the III standard	...	12

An extra grant of Rs. 3 may be sanctioned for each pupil who has made satisfactory progress in needle-work. Fees may be levied from the pupils and the amount collected, if any, should be entered in the inspection report. Grants for these classes should be drawn in the same manner in which grants are drawn for other aided institutions.

6. The grant to Grama Patasalas, Night Schools and Home Education classes (B.C.D.) shall be withheld wholly or in part in those cases in which there has been falsification of the registers or misrepresentation in any return made by the Manager or deception in the presentation of pupils or any other fraud or irregularity.

7. The extra grants over the paid up grants during the year will only be paid at the end of the year for which they are due.

E. INDUSTRIAL SCHOOLS.

1. Applications for special grants to Industrial Schools for boys and girls will be entertained on the following conditions :—

(a) The school teaches an industry or industries approved by the Department to pupils who have completed an approved course of general instruction, or, are attending such a course in the same or other recognised school.

(b) The workshops are sufficiently provided with appliances for elementry instruction in the industry or industries to which the school is devoted.

(c) The teacher of each industry is sufficiently qualified.

2. In addition to general grants referred to in previous rules, the Manager of an Industrial School registered by the Department may claim a grant not exceeding Rs. 24 for each boy or girl above the age of 10 years certified to have been in regular attendance for 9 months since the previous annual inspection and to have received instruction in the workshop for not less than two hours a day; but no grant shall be paid on account of any boy or girl with whose general progress the Inspecting Officer is not satisfied. In place of the above grant, the Inspector-General of Education may allow a grant equal to half the salaries paid to industrial teachers.

F. TRAINING INSTITUTIONS.

Grants to Training Institutions will be paid under the following conditions.—

1. That the teachers employed in these schools are duly qualified and their appointment is subject to the approval of the Inspector-General of Education in Mysore.

2. That the courses of studies approved by the Department are introduced in the schools.

3. That a practising school is attached to the Training Institution.

Grants to these institutions will be paid at the following rates :—

Rupees one hundred for every teacher or student who is successful in obtaining the Teachers' Certificate of the Lower Secondary Grade in both the Written and Practical Examinations in any year.

In the case of Normal Schools training teachers of the Upper Secondary Grade, the grant payable will be Rs. 150 for every successful candidate in the Upper Secondary Teachers' Certificate Examination.

G. SPECIAL INSTITUTIONS.

1. Special institutions are such as Commercial Schools, Sanskrit Schools, Gymnastic Schools, and other Educational Institutions which do not come under the foregoing heads.

2. Applications for grant-in-aid will be received from such institutions and each case will be treated on its own merits, due regard being had to the funds available and to the general conditions of aid, so far as they may be applicable.

V. 1. Grants under Rule III (iii) may be given for the purchase or supply of the following articles :—

(a) Benches, writing desks, tables and chairs of approved patterns.

(b) Blackboards and easels.

(c) Almirahs and cupboards for the storage of chemicals, apparatus, tools, books, maps, models, specimens, materials for object lessons, and teaching appliances.

(d) Shelving for books.

(e) Work-benches and drawing desks for manual training classes.

(f) Benches, tables, stools, shelves, almirahs and cupboards for practical work in physics or chemistry.

(g) Apparatus and appliances for the teaching of physics.

(h) Chemicals, apparatus and appliances for the teaching of chemistry.

(i) Apparatus, illustrations, specimens and other appliances for the teaching of Botany, or Agriculture.

(j) Typewriters for the use of Commercial classes.

(k) Reference books for teachers.

(l) Books for pupils' libraries excluding religious books.

(m) Approved journals or magazines.

(n) Maps, diagrams, illustrations and specimens.

(o) Tools and appliances for manual training.

(p) Clocks or Time pieces for aided schools at the discretion of the Inspector-General of Education.

2. The amount of the grant for the purchase or supply of the above articles shall ordinarily be equal to, but in no case greater than, one-half the cost of the articles, excluding incidental charges such as packing and freight charges.

3. No grant shall be given on the purchase of any article which has not been previously approved of by the sanctioning authority or which has been ordered, purchased and supplied before the sanction of the grant has been promised. The grant promised under this rule shall lapse if the articles are not supplied or if the amount of the grant is not drawn from the treasury before the end of the financial year in which it was promised.

VII. 1. Grants under Rule III (iv) shall not ordinarily exceed one-third of the total expenditure in the case of Secondary Schools or one-half of the total expenditure in the case of Elementary Schools and Technical Schools (including Work-shops and Hostels in connection with them) except in the case of Village Girls' Schools and schools for Panchamas and other depressed classes. They can be sanctioned only for work considered by the sanctioning authority to be necessary and the estimates for which have been approved before the work was commenced, which is completed to the satisfaction of, and cost is certified to, by the officers of the Public Works Department.

2. The order sanctioning the grant under this rule shall state a date by which the building shall be completed. The grant shall lapse if the building is not completed by that date. The amount finally disbursed shall ordinarily be one-third of the actual cost of the completed work as certified to by an officer of the Public Works Department, and shall in no case exceed one-third of the cost according to the originally approved estimate. The Manager shall, before disbursement of the grant, furnish a statement of expenditure on the work with the necessary vouchers. All reasonable facilities shall, during the progress of the work, be afforded to the officers of the Public Works Department deputed to examine the materials used and the work done.

3. Managers drawing a grant under this rule shall be required, before the disbursement of the grant, to execute an agreement with Government embodying the conditions on which the grant has been given.

4. If a building for the acquisition, construction, extension, alteration or repair of which a grant has been drawn, or if land, for the acquisition of which a grant has been drawn, or which has been given free or at concession rates has, prior to the expiration of forty years from the date of payment of the grant or delivery of possession of the land, been diverted to purposes other than educational purposes approved by the Government, the Manager shall refund such portion of the grant or the price of the land as may be determined by the Government. If the Manager fail to make such refund, the Government may summarily take possession of the building till the amount is refunded or recover the amount by such means as they may think fit.

5. In the case of buildings for which grants are given it shall be competent to the Inspector-General of Education to forbid the use of such buildings or any portion thereof for such purposes as are specified by him to be inconsistent with the object of the grant.

VII. Grants under Rule III (v) may be paid at the following rates for special courses of instruction on the stipends of students under training. These rates may be increased by 50 per cent in the case of women students or by 25 per cent in the case of students from particular classes or areas :—

Full stipends will be given to students who enter into contracts to serve the Department for at last three years; otherwise only half stipends will be given as scholarships.

(a) For Teachers' Certificates :—

	Rs.
Upper Secondary Grade	10 a month
Lower Secondary Grade	8 "
Primary Grade	5 "

(b) For training Science Teachers:—

A grant at the rate of Rs. 15 per mensem for one year will be paid to Managers who send Science graduates employed by them with the object of training in Science class demonstration as required in High Schools.

(c) For Instruction in Manual Training :—

A grant at the rate of Rs. 15 per mensem for graduates and of Rs. 10 for others will be paid to Managers who send teachers for training for one year in Manual training. Teachers

under training who receive stipends under this rule shall enter into an agreement with Government, to serve either the Department or the Institutions concerned for a period of not less than three years, subsequent to the completion of the training, if required to do so.

VIII. 1. Grants under III (v) are given to schools with the object of educating pupils who belong to particular classes or particular areas and who are prepared to undergo school instruction to a standard not ordinarily attained in the class to which they belong or which is not readily or easily provided in the area to which they belong.

2. The rates at which grants shall be given under this rule will be as follows:

	Rs.
Elementary School Course	... 3 per month.
Anglo-Vernacular Middle School Course, including Form III	... 4 „
High School Course, including VI Form ...	... 3 „

IX. 1. All applications for grants under Rule III shall be made to the Inspector-General of Education in duplicate on printed forms which can be obtained from all Inspecting Officers and Heads of all institutions under Departmental Management. All officers so supplied with forms are bound to render all reasonable assistance in their power to those who require information or guidance with regard to the filling up of the forms.

2. In order that grants under Rule III (i), (ii), (v) may take effect on any date in a given school year, applications for them must reach the Inspector-General of Education not later than the 1st August in the preceding school year. Applications for grants under III (iii) may be made at any time, but in order to ensure disbursement during a given financial year, it is desirable that they should be made not later than the 1st November in the preceding financial year. Such applications must state the time after the receipt of sanction within which the Manager is prepared to supply the articles.

3. Applications for grants under Rule III, (iv) must be accompanied by plans and estimates of the proposed building or extension. The plan should be prepared by competent draughtsmen and in such manner as will permit of their being scrutinised in every detail. Estimates must be drawn up in the same manner as detailed estimates for buildings constructed by the Public Works Department and copies of contracts which it is proposed to enter into for the work, must accompany the application. The Manager must also fix a definite time after the date of receiving sanction within which he is prepared to complete the work. No grant shall be sanctioned on any work which cannot be completed within two years from the date of receiving sanction.

4. Grants under Rule III,(i) (ii) and (v) shall ordinarily be disbursed monthly on bills countersigned by the Inspector-General of Education.

Managers may arrange with the department to have grants under Rule III (v) disbursed quarterly instead of monthly.

Grants under Rule III (iii) shall be disbursed only on receipt of a certificate from an Inspecting Officer that the articles on the purchase of which a grant has been sanctioned, have been supplied and vouchers for the payment of their cost have been sent. The vouchers and certificate must be forwarded within the period allotted for the supply of articles; otherwise the grant lapses.

Grants under Rule III (iv) shall be disbursed only on receipt of a certificate from the Public Works Department stating that the work has been completed in accordance with the plans and estimates originally approved, mentioning the amount of savings on the original estimate, if any, together with vouchers for all expenditure incurred in connection with the work. Unless the certificate and vouchers are forwarded within the period allotted for the completion of the work, the grant lapses.

But in the case of Aided Village Elementary Day and Night Schools the members of the School Committee will deposit half the cost in a Government Treasury and submit the receipt along with their application for grant to the Inspecting Officer who is in direct charge of the school concerned; the voucher thus obtained will be forwarded to the Curator, Government Central, Book Depot, Bangalore, by an officer not below the rank of a District Inspector together with his certificate to the effect that articles purchased are for the *bona fide* purposes of the school. The Curator will then supply the articles to the school direct, incidental charges on this behalf being met out of the Depot contingencies.